



Justice Bulletin

Montana Board of Crime Control

*A Publication of the Montana Board of Crime Control 5 South Last Chance Gulch, PO 201408 Helena, MT 59620-1408
(406) 444-3604 FAX (406) 444-4722 TTY (406) 444-7099*

Request for Proposals (RFP)

#13-06 (A) Juvenile Justice

Juvenile Accountability Block Grant

New subgrantees must register online at <http://www.mbcc.mt.gov/>
at least five (5) days prior to submitting the online application.

Proposal Deadline: February 8, 2012

Project Dates: July 1, 2013 to June 30, 2014

I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for projects that will address priorities established by Congress in the Juvenile Justice Accountability Block Grant (JABG) program. Approximately \$150,000 will be available, depending upon the availability of federal funds.

The goal of JABG is to reduce juvenile offending through accountability-based initiatives focused on both the offender and the juvenile justice system to promote greater accountability in the juvenile justice system. Long-term goals are established by the Office of Juvenile Justice Delinquency Prevention (OJJDP) to increase the percentage of youth processed using graduated sanctions and to reduce the number of program youth who re-offend.

The four-year term limit on these funds has been removed and will be reviewed annually. Continuation programs must submit applications annually and are not guaranteed funding. Award of continuation funding is dependent upon availability of federal funds and subgrantee performance; subgrantees must demonstrate programmatic progress. Continuation subgrantees will not be allowed to add new programs to a continuation grant request.

Note: Because federal funds are not always available immediately following the award date, programs should prepare for this contingency.

II. Eligibility

Eligible applicants include units of local, county, State, and federally-recognized Tribal governments throughout the State of Montana.

Private nonprofit agencies are not eligible to receive JABG funds.

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) took effect January 1, 2009. Applicants for federal awards are required to have a DUNS number and to maintain a current registration in the Central Contractor Registry (CCR). To obtain a DUNS number online, go to <http://www.dnb.com/> or call the Dun & Bradstreet hotline at 1-866-705-5711.

According to the Office of Justice Programs (OJP), in late July 2012 there was a migration of CCR to the System for Award Management (SAM). In order for your account information to have migrated from CCR to SAM, it was important that your CCR accounts were up-to-date at the time of migration. For additional information regarding SAM, visit www.sam.gov.

The DUNS number is required as part of registration with SAM/CCR. To register with SAM/CCR, go to www.ccr.gov or call the Federal Service Desk at 1-888-606-8220 with any questions.

Note: You must renew your SAM/CCR registration once a year. If an applicant fails to renew the SAM/CCR registration, the grant application may not be considered.

A copy of the current, active CCR must be submitted with the application.

III. Application Deadline

Applications for RFP #13-06 (A) Juvenile Accountability Block Grant (JABG) must be submitted online on or before February 8, 2013 at 12:00 noon. Applicants are strongly advised to adhere closely to all deadlines and application requirements. The inability to abide by deadlines is considered a significant reason to recommend denial of the application.

IV. Registration

Register with the Online Subgrantee Application System (OSAS) at www.mbcc.mt.gov immediately to ensure meeting the February 8, 2013 application deadline. Create your login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN).

V. How to Apply

Go to www.mbcc.mt.gov and select Grants, then Online Application & Reporting, then Online Application. Log in; select File a New Application; select the RFP for which you are applying. Complete the online application, and mail the signature page, position description (if applicable), MOU agreements (if applicable) and current letters of support. The Juvenile Crime Enforcement Coalition (JCEC) roster (Appendix A) may be attached in the online application or mailed.

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 5 South Last Chance Gulch, PO Box 201408, Helena, MT 59620-1408. Phone (406) 444-3604; FAX (406) 444-4722; TTY (406) 444-7099.

Assistance

If you need assistance with the application, please call our office at 406-444-3604. If you have questions regarding the application content, please contact the following staff:

<u>Fiscal Staff</u>	<u>Phone</u>	<u>Program Staff</u>	<u>Phone</u>
Stacy Purdom stpurdom@mt.gov	444-6678	Julie Fischer jfischer2@mt.gov	444-2056

Crime Data

Agencies needing crime data to complete their applications can request the information at mbcc@mt.gov **at least five working days before the RFP deadline.**

Receipt Verification

All applicants will be informed in writing that their application has been received and will be assigned a grant number.

Late Applications

New project applications that are received past the due date will not be considered during the current cycle; and

The first late submittal for continuation project applications will require an appearance before the Application Review Committee (ARC) of MBCC to request consideration. According to MBCC policy, the second late submittal of a continuation project means the application will not be considered during the current cycle.

VI. Performance Measures

Priority Projects

The Governor's appointed Youth Justice Council (YJC) is responsible for planning and consultation on juvenile justice issues for the state of Montana. The YJC has assessed the priorities in Montana for resource allocation and determined that funding activities within

the following Purpose Areas will improve Montana's capacity to serve youth along the continuum of intervention, prevention, and accountability:

1. Purpose Area 10

Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social service agencies to make more informed decisions regarding early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.

2. Purpose Area 12

Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to such offenders.

3. Purpose Area 14

Establishing and maintaining restorative justice programs.

4. Purpose Area 15

Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.

If you submit a grant in a Purpose Area other than those listed above, your grant will still be considered, but priority will be given to the above Purpose Areas. Click on the link below to see all Purpose Areas:

<http://www.ojjdp.gov/jabg/purpose.html>

Performance Measures

Each Purpose Area has corresponding performance measures for federal Data Collection Technical Assistance Tool (DCTAT) reporting purposes. **Applicants must choose only one Purpose Area and the corresponding performance measures.** For a complete list of performance measures by purpose area, request the list from the MBCC JABG program manager or visit the following site:

<http://mbcc.mt.gov/Grants/Reporting/jabg/jagbreport.asp>.

- All bolded performance measures are mandatory and must be reported.
- Choose one additional performance measure that is not bolded for reporting purposes.

These measures will define the data the applicant must track for the grant; the applicant will be required to report the data to MBCC quarterly and to the DCTAT annually. The goals and objectives of the project should align with these performance measures.

VII. Program-Specific Information

Program Information

The JABG program is authorized under the Omnibus Crime Control and Safe Streets Act of 2002 (42 U.S.C. 3796ee et seq). As envisioned by Congress, the goal of the JABG program is to reduce juvenile offending through supporting accountability-based programs that focus on offenders and state and local juvenile justice systems. The basic premise underlying the JABG program is that both the juvenile offender and the juvenile justice system must be held accountable. In implementing the program, OJJDP seeks to reduce juvenile offending through both offender-focused and system-focused activities that promote accountability. For the juvenile offender, accountability means an assurance of facing individualized consequences through which he/she is made aware of and held responsible for the loss, damage, or injury that the victim experiences. Such accountability is best achieved through a system of graduated sanctions imposed according to the nature and severity of the offense, moving from limited interventions to more restrictive actions if the offender continues delinquent activities. For the juvenile justice system, strengthening the system requires an increased capacity to develop youth competence, to efficiently track juveniles through the system, and to provide enhanced options such as restitution, community service, victim-offender mediation, and other restorative justice sanctions that reinforce the mutual obligations of an accountability-based juvenile justice system.

Project Period

The project period begins July 1, 2013, and concludes June 30, 2014 (**Project period start dates can be delayed if the state has not received the federal award by July 1**).

Goals

Goals should follow the JABG Purpose Area definitions and whenever possible contain model and best practice program approaches. Please click on the link below to view model and best practice programs:

<http://www.ojjdp.gov/mpg/>

Objectives

The Online Subgrant Application System (OSAS) has a five-objective limit; objectives should be directly related to the performance measures. Objectives start with the word "To;" must state a date when a milestone will be reached; and be specific, measurable, achievable, realistic, and time-bound.

Cash or In-Kind Match

A 10% hard cash match is required.

VIII. Application Requirements

All applications must include the following:

Section 1. Face Sheet. The face sheet is automatically generated in the online

application system. The face sheet identifies the applicant, the Online Subgrant Application System (OSAS) ID, the project director and agency budget representative, the project title, the date the application was received, the project duration dates, and the project budget. **The project director must be an employee of the applicant agency.**

Section 2. Project Budget. Applicants must provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; and (2) is directly related to the development, implementation, or operations of the specific project. **It is strongly recommended that applicants budget one night hotel and travel expenses for 1-2 staff to attend the annual MBCC subgrantee training.**

Section 3. Budget Narrative. The narrative should (1) demonstrate that all costs are reasonable; (2) explain and justify each budget item; (3) show the cost calculations to demonstrate how the applicant arrived at the total amount requested; and (4) provide a brief narrative to link costs with project activities; and (5) include the source of the match.

Section 4. Project Narrative. The project narrative describes the applicant's approach in his/her community. Submit a project narrative that presents a detailed description of the purpose, needs, goals, objectives, strategies, implementation, evaluation and sustainability of the proposed project. Clearly list the performance measures for the selected purpose area in this section. Goals and objectives should adhere to those performance measures. Material required under the Budget and Budget Narrative and Other Attachments sections will not count toward the project narrative page count. The project narrative must be written in a 12-point font, double-spaced, and must be kept to 24 pages or less.

Required Components

The Project Narrative will contain the following elements:

Executive Summary

Briefly summarize the scope of your project, state the problem or need, objectives and outcomes to be gained, and the total cost of the project. Explain how the proposal is addressing the purpose area you identified. Priority will be given to programs that specifically and clearly address their proposed JABG purpose area. This section should be limited to 4 double-spaced, 12-point font pages.

Needs Assessment

Document the need and explain the problem. The needs statement should include current data (less than five years old) that justifies the grant request for the purpose area of JABG funds.

Project Goals

Provide a broad statement, written in general terms, that conveys the

program's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project. The project goals should adhere to the JABG purpose area and the performance measures tied to that purpose area.

Project Objectives

Identify the specific milestones aimed at achieving the goal(s). Objectives must start with the word "To;" must state a date when a milestone will be reached; and must be specific, measurable, achievable, realistic, and time-bound. There is a five-objective limit in the Online Subgrantee Application System (OSAS); objectives should be directly related to the performance measures.

Implementation Plan

Describe specific steps that will be taken or projects that will be funded to accomplish each objective. A suggested format is a table or work plan listing the objective(s); the responsible party; the timeline; how each objective will be accomplished; projected costs; and resources needed. Attach letters of agreement and support if other agencies are involved.

Evaluation Plan

Document the data you intend to collect to verify that the objectives have been met. Clearly state what data will be collected, how, by whom, and when. Describe the existing community-level baseline data, the capacity to support the program, and an assurance of the agency's commitment to provide pre- and post-data related to the specific performance measures you outlined in your narrative.

Future Funding/ Sustainability Plan

Applicants must include a plan that outlines how the project intends to be funded in the future. The plan should address the current year funding plan, estimated funding requests for the subsequent year, the estimated total length of federal funding anticipated, and a general description of funding in the final year of support. *Applying for additional grants is not considered an adequate sustainability plan.*

Section 5. Special Assurances and Conditions. The subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The signature page binds the applicant to the Special Assurances and Conditions.

Other Required Components (if applicable)

Position Description: If grant monies are used to fund a position for the project, include a position description in the project narrative. If the position description cannot be added to the narrative, mail it separately.

***Signature Page:** Original signatures are required. When awarded, the application

forms a contract between the applicant and MBCC. The signatures are binding. Duplicate responsibilities are not allowed. No single person can sign as Agency Representative and Project Director. The official budget representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc. **The Project Director must be an employee of the applicant agency.**

***Verification of SAM/CCR Registration:** See Part II Eligibility.

***Current Letters of Support:** Mail current letters of support with original signatures from networking agencies to MBCC.

JABG Juvenile Crime Enforcement Coalition (JCEC): Pursuant to Federal guidelines of JABG, the applicant shall appoint a local JABG JCEC and provide MBCC with a list of the appointed JCEC members. Membership shall include representation from local law enforcement; local prosecutor's office; local juvenile court; local education agency; local probation office; local service agency; nonprofit, nongovernmental victim advocacy organization; and a nonprofit, religious or community group. See Appendix A.

***Memoranda of Understanding (MOU):** If applicable, mail MOUs with original signatures to MBCC.

***Mail copies postmarked no later than February 8, 2013, of the position description(s), original signature page, verification of CCR registration, current letters of support, and signed MOU to the following address:**

MBCC
5 South Last Chance Gulch
PO Box 201408
Helena, MT 59620-1408

IX. Special Requirements

All successful applicants for MBCC grant award funds must agree to the following condition(s):

1. Submit quarterly narrative, DCTAT, Juvenile Justice Statistics data, and financial reports **in the prescribed format according to MBCC time frames.**
2. Minutes and attendance rosters for all JCEC meetings must be submitted with the MBCC quarterly reports.
3. Submit timely annual reports directly to the Office of Juvenile Justice and Delinquency Prevention (OJJDP) using the Data Collection and Technical Assistance Tool (DCTAT). This requirement comes from OJJDP.

Crime Data Reporting

If the grant is for a law enforcement agency, the law enforcement agency must report Uniform Crime Data to MBCC. The crime data must be compliant with the Montana

Incident-Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, the agency may submit a Memorandum of Understanding (MOU), and MBCC will decide if the MOU justifies a waiver until the agency becomes compliant. Contact MBCC staff if you are unsure of your status. For more information please contact Tyson McLean (406-444-4298; tymclean@mt.gov) or Kathy Ruppert (406-444-2084; kruppert@mt.gov).

Juvenile Court Assessment and Tracking System (JCATS)

If the grant is for a juvenile probation office, the office must participate in JCATS, which manages data for juvenile probation and all data regarding offenses and the offender, including placements and services provided to youth.

Data Collection and Technical Assistant Tool (DCTAT)

JABG grant recipients will be required to submit performance measure data (as outlined in Section VI Performance Measures) annually to the federal DCTAT website. All JABG subgrantees will be provided information regarding federal reporting requirements by email. Subgrantees will also be required to report DCTAT data to MBCC on a quarterly basis.

Federal Reporting Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act Compliance (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property

Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

X. Limitations and Fund Use

It is strongly recommended that applicants budget one night hotel and travel expenses for project director and grant accountant to attend the annual MBCC subgrantee training.

Federal grant funds are governed by the cost principles of the Office of Management and Budget (OMB). Allowable costs are those costs identified in relevant OMB circulars/Code of Federal Registers found on the OMB website http://www.whitehouse.gov/omb/grants_default, and in the grant program's authorizing legislation. To be allowable under federal awards, costs must be reasonable, allocable, and necessary to the project, and must also comply with the funding statute requirements. To be allowable under federal awards, costs must meet the following general criteria:

- Be necessary and reasonable for proper and efficient performance and administration of the award;
- Be allocable under the provisions of the relevant Cost Principles;
- Be authorized or not prohibited under State or local laws or regulations;
- Conform to any limitations or exclusions set forth in the relevant Cost Principles, federal laws, terms and conditions of the award or other governing regulations as to types or amounts of cost items;
- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the organization;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation;
- Be the net of all applicable credits; and
- Be adequately documented.

Refer to the proper Cost Principles for your organization as each cost item may vary in whether it is allowable or unallowable. Also, some restrictions may apply to certain cost items.

- Cost Principles for Educational Institutions [Title 2 CFR Part 220 \[PDF - 348 Kb\]](#)
- Cost Principles for State, Local, and Indian Tribal Governments [Title 2 CFR Part 225 \[PDF - 288 Kb\]](#)
- Cost Principles for Non-Profit Organizations [Title 2 CFR Part 230 \[PDF - 276 Kb\]](#)

In addition to the Cost Principles, the Office of Justice Programs (OJP), Office of the Chief Financial Officer (OCFO) provides policy guidance, financial control, and support services to OJP in the areas of grants, accounting and financial management. The Financial Guide can be found at <http://www.ojp.usdoj.gov/financialguide/index.htm> . The provisions of this guide apply to Department of Justice awards.

Funds may not be expended or obligated prior to July 1, 2013.

The following is a list of generally allowable costs (this is not inclusive):

- Advertising and public relations costs – restrictions apply;
- Audit costs - If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. Agencies receiving \$500,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited;
- Communication costs;
- Compensation for personal services – restrictions apply;
- Employee morale, health, and welfare costs;
- Equipment – must be integral and necessary for the project. Equipment is defined as having a useful life of more than one year and an acquisition cost greater than \$5,000;
- Insurance and indemnification – restrictions apply;
- Maintenance and repair costs;
- Material and supplies costs;
- Meetings and conferences – restrictions apply;
- Memberships, subscriptions and professional activity costs – restrictions apply;
- Professional/consultant service costs must follow the applicable federal grant guidelines and state policy;
- Publication and printing costs – restrictions apply;
- Rental costs of buildings and equipment;
- Training costs; and
- Travel costs – mileage, per diem, and lodging cannot exceed state rates
<http://doa.mt.gov/doatravel/default.mcp.x>.

Allowable costs can be found at the following website:

<http://www.ojp.usdoj.gov/financialguide/PostawardRequirements/chapter14page1.htm>

The following is a list of unallowable costs (this is not inclusive):

- Bad debts;
- Construction in general;
- Compensation and travel of federal employees;
- Costs incurred outside the project period;
- Donations and contributions;
- Entertainment;
- Fines, penalties, and interest expense;
- Food and beverages (including alcoholic);
- Fundraising and investment costs;

- Goods or services for personal use;
- Land acquisition/purchase of real property;
- Lobbying;
- Membership fees to organizations whose **primary** activity is lobbying;
- Pre-agreement costs;
- Purchase or lease of vehicles;
- Supplanting;
- Tips; and
- Uniform allowances.

Unallowable costs can be found at the following website:

<http://www.ojp.usdoj.gov/financialguide/PostawardRequirements/chapter18page2.htm>

XI. Selection Criteria

Awards

MBCC staff will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program manager will review the applications and summarize their findings to the Grant Review/Performance Measures Committee of the Youth Justice Advisory Council (YJC) for their recommendations.

The Grant Review/Performance Measures Committee will review proposals during their May 2013 meeting and make the final recommendations to the YJC. Immediately following the review of the applications by the Grant Review/Performance Measures Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the YJC. The Grant Review/Performance Measures Committee will recommend award; recommend denial; or seek additional information or clarification prior to recommendation.

The YJC will review the Grant Review/Performance Measures Committee recommendations at the June 2013 meeting and make recommendations to MBCC. At the June 2013 Board meeting, Board members will either recommend award or recommend denial.

Appeals

If an application is recommended for denial, the applicant may appeal the recommendation to the full Board **if there are substantive reasons**. Notice of appeal must be made in writing to the MBCC Executive Director at least 10 days prior to the Board meeting.

XII. Application Checklist

Application Checklist

Please refer to this checklist before submitting your online application or mailing the required additional documentation.

- | | | |
|--------------------------|--|------------------------------|
| <input type="checkbox"/> | Face page | Online |
| <input type="checkbox"/> | Project budget | Online |
| <input type="checkbox"/> | Budget narrative | Online |
| <input type="checkbox"/> | Project narrative | Online |
| <input type="checkbox"/> | Special assurances and conditions | Online |
| <input type="checkbox"/> | Position description(s) (if applicable) | Online and Mail |
| <input type="checkbox"/> | Signature page with original signatures | Online and Mail the original |
| <input type="checkbox"/> | Verification of DUNS Number and CCR Registration | Online |
| <input type="checkbox"/> | JABG Juvenile Crime Enforcement Coalition (JCEC)
(Appendix A) | Online or Mail |
| <input type="checkbox"/> | Current Letters of Support with original signatures | Mail |
| <input type="checkbox"/> | MOU agreement (if applicable) | Mail |

Mail the DUNS and SAM/CCR verification, signature page, current letters of support, MOU agreements (if applicable), and position descriptions to the Montana Board of Crime Control at the following address:

**Montana Board of Crime Control
5 South Last Chance Gulch
PO Box 201408
Helena, MT 59620-1408**

APPENDIX A

**JUVENILE ACCOUNTABILITY BLOCK GRANT
JUVENILE CRIME ENFORCEMENT COALITION (JCEC)
MEMBERSHIP ROSTER (Required)**

Representation	Name/Title	Contact Information
Local law enforcement		
Local prosecutor's office		
Local juvenile court		
Local education agency		
Local probation office		
Local service agency		
Nonprofit organization		
Nongovernmental victim advocacy organization		
Nonprofit religious or community group		